# APPENDIX A

# TRANSPORTATION FACILITIES GUIDE (TFG) INSTRUCTIONS

## A.  TFG TUTORIAL

1.  General.  The purpose of the TFG Tutorial is to provide the user with necessary information and step-by-step procedures to use the TFG on-line application system effectively.  The TFG contains information on Continental United States (CONUS) and Outside Continental United States (OCONUS) Department of Defense (DOD), Coast Guard, Defense Logistics Agency (DLA), and other Agency transportation facilities.  It is used to determine the proper routing for DOD freight and passenger movements.  The TFG Tutorial Manual is intended for use by all personnel who need to view, update, and report on data from the TFG system.  The Manual will be reviewed during shipment planning.

2.  TFG Procedures.  The purpose of these TFG procedures is to inform users of requirements to update TFG records, publish TFG information, include additional information in the TFG, and to prescribe the actions required for use of the web-based TFG system.

   a.  The automated web-based TFG system allows the user to update a TFG record directly on-line, in an interactive mode.

   b.  Previous procedures requiring users to report TFG information to the Military Surface Deployment and Distribution Command (SDDC) and requiring subsequent publication of regulations and instructions by the Services are no longer in effect and will not be used.  OCONUS Commands will use the automated web-based TFG system in lieu of command-unique published TFGs.

   c.  The TFG includes CONUS Secure Holding Area information.  When TFG Secure Holding Area information is updated, it concurrently updates the Secure Holding Area Listing.

   d.  Service Headquarters and Parent organizations/Agencies have the following responsibilities for administration of the TFG:

      (1)  Authorizing activities to register and obtain passwords to use the TFG.

      (2)  Designating site coordinators for the TFG.

      (3)  Assuring each shipping and receiving activity maintain accurate, complete, and timely TFG data.

      (4)  Reconciling activity Bill of Lading Office Codes (BLOCs) and Department of Defense Activity Address Codes (DODAACs).

      (5)  Assuring that shipping and receiving activities update their TFG records per timelines established in the DTR, Chapter 201, Paragraph P.

**B. ACCESSING THE TFG WEB-BASED SYSTEM**

1. The procedures described herein apply to use of the web-based Electronic Transportation Acquisition (ETA) TFG system.  All DOD, DLA, and other Agency freight shipping and receiving activities will use this system to maintain their respective TFG records.  The ETA TFG system is available for use worldwide.  Each user must first obtain a password to use the web-based ETA TFG system to update a TFG record.

2. System requirements.

   a. The user must have a Personal Computer (PC) and an Internet browser to access the web-based TFG for the purpose of initiating or updating a TFG record.  The recommended standard browsers are Netscape Communicator and Microsoft Internet Explorer.  The current browser versions may be downloaded from their respective Web sites:

      http://home.netscape.com/download/

      http://www.microsoft.com/downloads/search.asp

      Follow the instructions provided by Netscape or Microsoft to install the browser.

   b. Adobe Acrobat Reader is required to print and save documents and reports.  Adobe Acrobat Reader can be downloaded from:

      http://www.adobe.com/products/acrobat/readstep.html

      Follow the instructions provided by Adobe to install Acrobat Reader.

   c. All Netscape Communicator users must download the JInitiator Plug-in one time, and then exit and re-enter the system.  This must be done prior to using the system the first time.  This action needs to be accomplished only one time, and is valid for all ETA component application software systems.  The user will receive a prompt when the JInitiator plug-in is required to be installed.  Proper instructions on how to load the application will be displayed.  For additional assistance downloading and installing JInitiator, call the Global Freight Management (GFM) Help Desk at 800 336-4906.

3. Password Requests and Issuance for first time users.

   a. Access your web browser from your PC and enter:  https://eta.sddc.army.mil/.

   b. An alternate path is:  http://www.sddc.army.mil.  When the SDDC screen appears, click on "Access ETA Systems."

   c. When the ETA screen appears, if you are a first time user, click on "Register for the First Time" at the top of the screen.

   d. When the ETA Registration screen appears, click on the "GFM" button and then select your role (TFG/TDR Updates Only, or ITO, or Carrier).

   e. Click on the "Generate Request Form" button at the bottom of the screen.

   f. Complete the Request form when it appears.

g. Click on the "Submit Request" bar.

h. Receive your User Identification (ID) instantly.

i. Receive your password by electronic mail several days later.

4. If you already have an ETA account and have either forgotten your password or user ID, do one of the following:

a. If you have forgotten your password, click "Forgot Password."

b. If you have forgotten your user ID, Contact an ETA Administrator.

5. Using the ETA TFG System. Once the user receives a password, the following procedures apply to accessing and using the system:

a. Access your web browser as in either B.3.a. or B.3.b. above.

b. When the ETA screen appears click on the "General" button.

c. Click on the "Transportation Facility Guide Update" which will appear in a column on the right.

d. When the next screen appears, enter your User ID and password to log-on.

e. You must accept the Site Certificate by clicking "Next" and then "Finish." After the initial entry you may reset this.

f. Begin using the ETA TFG system to query records, update your TFG record or access the TFG Tutorial.

6. Accessing the ETA TFG Tutorial. An on-line TFG Tutorial is available on the web for TFG system users. The Tutorial describes in detail what data goes in each block in the TFG record and the wide variety of system options available to the user. The following procedures apply to accessing the Tutorial.

a. The TFG Tutorial is available from the TFG Main Menu once a user has entered the system by using a password. Select the "Tutorial" from the Main Menu tool bar.

b. All tutorials, including the TFG Tutorial, are available from the Global Freight Management Applications main menu, at: https://cfm.eta.sddc.army.mil.

(1) Your ETA password is required to access this website.

(2) From the main menu, click "GFM Tutorials" at the top of the page. This will give you a list of all the tutorials.

(3) Select "TFG Tutorial" from the list.

7.  TFG System Capabilities.

    a.  The TFG is presently available for "View Only."

    b.  A TFG record may only be updated by the owning activity granted a password.

8.  User Support.  The SDDC Freight Systems Office provides TFG system user support through its GFM system office, as follows:

    a.  All users and potential users are encouraged to familiarize themselves with the contents of the Tutorial in advance of using the system.

    b.  Help Desk support.  The GFM Help Desk is available to respond to TFG questions and problems encountered.  Hours of operation are Monday through Friday from 0700 to 1800 hours Eastern Standard Time.  Telephone numbers are as follows:

        800 336-4906
        FAX Commercial:  703 428-3324
        FAX DSN:  328-3324